

REQUEST FOR POLICE RECORDS

To: Records Supervisor
Town of New Windsor Police Department

Ref: Freedom of Information Law Request

Under the provisions of the New York State Freedom of Information law, Article 6 of the Public Officers' law, I hereby request records or any portion thereof pertaining to the following matter(s):

The Records desired must be as clearly identified as possible.

I understand that there is a fee of \$5.00 per report.

Name: _____
(Print)

Address: _____

Phone: _____ Home: _____ Business: _____

Today's Date: _____

Signature: _____

FOR ADMINISTRATIVE USE ONLY

DATE REVIEWED:	
REVIEWED BY:	
APPROVED BY:	
DENIED BY:	<i>REASON FOR DENIAL</i>
REPORT PROVIDED ON:	

The Freedom of Information Law requires that an agency respond to a request within (5) five business days of the receipt of the request.